



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

March 20, 2019

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
ATTENTION: Child Support Managers and Supervisors

SUBJECT: UIFSA Documents

The Dear County Director Letter (DCDL) 19\_12, dated March 1, 2019, indicated the UIFSA documents listed below would be available in the Automated Collection and Tracking System (ACTS) effective April 1, 2015. We are pleased to announce these documents will be available on March 25, 2019.

In June 2015, North Carolina adopted the Uniform Interstate Family Support Act of 2008 (UIFSA 2008) as required under 42 U.S.C. 666(f). Section 311(b) of UIFSA requires the use of federally-approved forms in intergovernmental child support enforcement proceedings. Incorporation of the new and updated documents will be done in three phases, Phase One was completed in September 2018.

Phase Two includes five total documents which will be rolled out in two releases. On April 1, 2019, the following four UIFSA documents will be available in the Automated Collection and Tracking System (ACTS):

- DSS-4556 – Child Support Enforcement Transmittal #1 – Initial Request (09.01.06)
  - This document will be printed with a cover sheet containing a “from” address and “to” address which can be used in the DSS-4569 envelope.
- DSS-4574 – Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment (09.02.04)
  - The document title has changed from “Interstate Acknowledgment/Referral” to “Child Support Enforcement Transmittal #1/Initial Request Acknowledgment”. The title for menu option 09.02.04 will be updated accordingly.
  - Number of copies will default to “3” but can be changed by the worker.
  - The document will be printed with a cover sheet containing a “from” address and “to” address which can be used in the DSS-4569 envelope.
- DSS-4555 – Declaration in Support of Establishing Parentage (09.01.05)
  - The document title has changed from “Affidavit in Support of Establishing Paternity” to “Declaration in Support of Establishing Parentage”. The title for menu option 09.01.05 will be updated accordingly.
  - This document exceeds two (2) pages; DUPLEX will default to “Y” but can be changed by the worker.
- DSS-4552 – Uniform Support Petition (09.01.01)

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MAILING ADDRESS: P.O. Box 20800, Raleigh, NC 27619  
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ACTS will populate the first, middle and last name of the participants in the legal name field on all the above documents. Case managers will have the ability to correct the name that pre-populates if it is not correct.

When these documents are available in ACTS, the ability to generate the corresponding event as a "SELF" event will be removed.

If you have any questions, please contact the Functional Team or Policy and Training Unit at (919) 855-4755 or your Regional Program Representative.

Sincerely,

A handwritten signature in blue ink that reads "Carla L. West".

Carla L. West, Chief  
NC Child Support Services

cc: IV-D Regional Program Representatives

CSS\_19\_15